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POLICIES AND PROCEDURES GOVERNING THE ADMINISTRATION OF UNIDO FELLOWSHIPS

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I. GENERAL INFORMATION

1. Training is a component of the technical assistance programme of the United Nations Industrial Development Organization (UNIDO). Fellowships awarded under this programme are administered by the Fellowship Unit of the Training Branch, within the Division of Industrial Operations of the UNIDO secretariat.

2. UNIDO fellowships are awarded only to candidates nominated by Governments or by liberation movements or intergovernmental organizations having official status with UNIDO.

3. UNIDO fellowships are not, in principle, awarded for the pursuit of academic studies leading to degrees or diplomas. They are intended to give persons entrusted with functions important to the development of their countries the opportunity to broaden their professional knowledge and experience by acquainting themselves with advanced methods and techniques. A particular training programme may include attendance at an academic institution where fellowship holders may be called upon to qualify for a specific professional diploma. However, the main purpose of all fellowships is to enable the holders to increase their ability to solve practical problems and, on return home, contribute effectively to the economic and social development of their home countries.

4. UNIDO fellows must:

(a) Conduct themselves at all times in a manner compatible with their status as holders of international fellowships and as representatives of their countries;

(b) Carry out their studies in the manner and within the period prescribed by UNIDO;

(c) Refrain from engaging in political activities as well as from making any political statements to the mass media or otherwise. Such involvement will result in the termination of the fellowship and immediate repatriation;

(d) Return to their home countries at the end of the fellowship unless they are sponsored by another organization for further training.

II. PREPARATION FOR THE FELLOWSHIP PROGRAMME

Departure letter and travel and payment instructions

5. A letter (letter of award and departure) is sent to the fellows and their Governments indicating that a fellowship has been awarded and a training programme arranged. An identity card and the travel and payment instructions (TPI) are attached to the letter. The TPI sets out:

The exact dates of the fellowship programme

The host country or countries

The office or person to whom fellows must report (reporting office) on arrival in the host country or countries

The amount of the stipend, other allowances, fees and transportation

Details concerning the fellows' travel to the country or countries of training

6. Fellows should read these documents carefully and be sure they understand the contents thoroughly. Fellows must arrange their departure so as to arrive at the reporting office on the date indicated. They should keep the departure letter, the identity card and the TPI in their possession throughout the duration of the fellowship programme.

Language proficiency

7. Notification of award is given as far in advance as possible so that candidates may prepare themselves to derive the maximum advantage from their training programme. Of paramount importance is fluency in the language that will be used. If it proves necessary for fellows to receive language training before their fellowship programmes begin, the fellows or their Governments must normally bear the cost of such training.

Information concerning host countries

8. Before leaving home, fellows would do well to visit the information service or the cultural attaché of the embassy of the host country or countries for information on general conditions there and especially on technical literature in the field of study. If there is a United Nations Information Centre, an office of the resident representative of the United Nations Development Programme (UNDP) or a chief technical adviser's office sufficiently near their home, they should also visit these offices for further information concerning the activities of UNIDO and the possibility of meeting UNIDO experts in their field.

Clothing

9. Fellows are reminded that the climate in the host country or countries may be very different from that in the home country. This reminder should be noted particularly by fellows from tropical or subtropical countries who will be going to countries in the northern hemisphere during the period October-April or to countries in the southern hemisphere during the period May-October.

10. It is essential that fellows provide themselves with clothing suitable for the climate of the host country or countries. It is strongly recommended that they seek information as to what kind of clothing, in particular winter clothing, is needed. Such information may be obtained from the local embassy or consulate of the host country. UNIDO cannot pay a clothing allowance.

Family and dependants

11. UNIDO fellows are urged not to take family members with them. The monthly stipend rates are sufficient to cover the normal living expenses of one person only. No allowances of any kind will be paid for dependants. Fellows should also consider that in the course of their fellowship programme they may be required to travel under circumstances that would make it difficult or impossible for their dependants to accompany them.

12. The Government of the fellow's home country is expected to continue to pay the fellow's salary in the home country or to make such other arrangements as may be appropriate to maintain the fellow's dependants. UNIDO can in no case assume responsibility for dependants.

Notification of arrival

13. Fellows should inform the reporting office indicated on the TPI as early as possible of their expected date of arrival and whether they wish a hotel room to be reserved. The exact time, flight number and date of arrival should be confirmed to the reporting office by cable six days before departure from the home country. Travel must not begin until fellows have been notified by UNIDO that travel is authorized. They will receive this notification either directly or through their Government, through the UNDP office or through the chief technical adviser of their UNIDO project.

Briefing

14. Upon arrival at the reporting office fellows will be briefed on all aspects of their fellowship, particularly with regard to the training programme.

III. TRAVEL DURING THE FELLOWSHIP PERIOD

International travel

15. Official fellowship travel begins at the international airport of departure and ends at the international airport of return. The cost of travel between home and airport is not included.

16. Tickets for travel to the host country or countries will be provided by the fellow's Government, by UNIDO or by the UNDP office as indicated in the TPI. If the Government is to provide tickets, neither UNIDO nor the UNDP office will normally be involved. If UNIDO is to provide the tickets, a travel agency or airline in the home country will inform the fellow that tickets may be collected. If the UNDP office is to provide the tickets, it will inform the fellow accordingly. Fellows should never purchase their own tickets for international travel unless UNIDO specifically instructs them to do so.

17. Travel reservations should be made for departure on the date indicated as the first day of the fellowship programme so that fellows may arrive at the reporting office on the date indicated in the TPI.

18. If a programme involves visits to more than one host country, fellows should not make reservations beyond their first host country. Reservations for the further travel can be made after arrival in the first host country.

19. Well in advance of leaving one host country for another, a fellow must inform the reporting office of the next host country, by cable, of the date and mode of travel and whether accommodation is required. The names and addresses of the persons to whom the fellow should report in each host country are included in the TPI.

20. Travel arrangements different from those specified in the TPI will not be accepted unless UNIDO has agreed to such changes in writing. Travel at UNIDO expense must be arranged by the most direct and economic routes. Fellows are required to travel air, tourist or economy class.

21. Where air travel is impractical or not available, fellows will be authorized to travel by rail or by ship. In this event, the following modes of travel will apply:

Train (international travel):	first class with double-type sleeper for night journeys of more than six hours
Ship:	the standard immediately below first class on the ship selected

22. At the end of the fellowship programme, a fellow may return home by sea or land under the following conditions:

(a) The unused air ticket must be endorsable to a shipping or railway company. If the ticket is not so endorsable, the fellow must surrender it to UNIDO and pay the cost of the passage. A claim for reimbursement may be made later but it will be paid only up to the amount UNIDO recovers for the unused air ticket;

(b) The passage must be booked through Thomas Cook and Son or their representative;

(c) Any saving resulting from a change in the mode of travel or in the itinerary must accrue to UNIDO and cannot be applied to offset other expenses.

23. If the return travel is not by air, the stipend is not payable for the extra time spent in travel by sea or land. The stipend is paid only from the first to the last day of the fellowship programme as shown in the TPI, and these dates are set so as to include travel time to and from the home country by the most direct air route.

24. Fellows are advised to refer any travel-related questions to the national supervising agencies (NSAs) of their host countries (see paragraph 36). Fellows are also requested to inform their NSAs well ahead of the date of their return travel so that their final entitlement may be established before departure for the home country.

Visas

25. Fellows are responsible for obtaining their own passport and visas, including transit visas that may be necessary to permit travel from the home country to the host country or countries and return. Fellows must ensure that their passport and re-entry permit are valid for at least one month beyond the end of the planned period of the training abroad.

26. Applications for entry visas to the country or countries of training should contain the following information:

(a) The duration of the fellowship programme;

(b) A statement to the effect that the applicant was officially nominated by the Government of the home country for, and has been awarded, a UNIDO fellowship;

(c) A statement to the effect that in the host country the fellow will be under the supervision of the NSA there.

27. If required, UNIDO may be of some assistance with regard to obtaining visas. However, in the first place the fellows' Government is responsible for assisting fellows to secure in advance the necessary passport and visas for all travel connected with the fellowship.

28. The fellows' Government is also responsible for any further expenses involved in obtaining a passport and visas before the fellows' departure from their home country. If visas unforeseen at the time of departure have to be obtained during the course of the fellowship programme, UNIDO will reimburse the cost of such visas.

Pocket money for outward journey, currency regulations

29. Fellows will need some pocket money in convertible currency to cover minor expenses on the outward journey and on arrival at the airport of their first destination (bus or taxi fare into town, telegrams or telephone calls etc.). Fellows are therefore urged to obtain before departure from their home country a sufficient amount of convertible currency to meet such expenses.

30. Before departure, fellows should make inquiries regarding the currency regulations of the country or countries of training, particularly concerning the amount of currency allowed to be carried. National authorities are often strict in this matter, and UNIDO cannot be responsible for any loss that a fellow may incur through disregard of currency regulations.

Baggage

31. For air travel the baggage allowance is 20 kilograms (44 pounds). Any baggage in excess of that must be shipped at the fellows' expense; UNIDO will not provide an excess baggage allowance as such. (However, see paragraph 57.)

32. Fellows are urged to insure their baggage for the duration of their

absence from the home country. The necessary arrangements can be made through any world-wide travel agency. The cost of such insurance, which is not high, is not reimbursable by UNIDO.

Accommodation

33. If fellows request it, accommodation can be arranged by the reporting office, which will notify fellows of the arrangements made. Any no-show indemnity that is incurred will be charged against the fellows' first stipend.

Local travel

34. If it is necessary to make any journeys in connection with the fellowship programme, such journeys must be approved in writing by the NSA before any of the costs can be reimbursed.

35. Whenever possible, UNIDO arranges to provide fellows beforehand with the necessary tickets. Travel by private car is subject to prior authorization by UNIDO, and reimbursement for such travel is made in accordance with the UNIDO financial rules. (Cost for airport buses as well as for any use of taxis cannot normally be reimbursed.) Detailed information on the subject of travel in the country or countries of training will be given to fellows through the NSA.

IV. SUPERVISION OF THE TRAINING PROGRAMME

36. While being trained, fellows are under the general supervision of UNIDO, but in each host country a governmental or semi-governmental agency is responsible for the direct supervision of the training programme. These agencies are referred to in this document as national supervising agencies (NSA), and in most cases they are identical with the reporting office. Each NSA plans the training programme in the country concerned and designates a supervisor to whom fellows may report directly. The name of the official in the NSA to whom fellows should first report upon their arrival in the host country will be found in the TPI.

37. The services provided by the Governments and officials with whom fellows come in contact are their contribution to promoting the ideals of the United Nations. Fellows should, therefore, understand how important it is for them to co-operate with officials fully in their efforts to make the training as profitable an experience as possible.

V. STIPEND, ALLOWANCES AND PAYMENTS

Stipend

General principles

38. The stipend paid to fellows while they are outside the home country is a monthly allowance intended to cover the cost of lodging, board and incidentals such as laundry and normal commuting. It is not a salary or an honorarium. It is not intended to cover continuing expenses at home for themselves or for their family. (See paragraph 12.)

39. Payment of the stipend begins on the date that fellows depart from their home country and ends on the date they complete the fellowship programme, including travel to the home country by the most direct air route. The stipend is always payable in the local currency of the host country.

Stipend rates

40. Common stipend rates have been established for all organizations in the United Nations family. These rates vary from host country to host country and are reviewed periodically on the basis of actual expenditures incurred by fellows in the various countries.

41. The stipend is normally established at two different rates for each country; the travel rate and the resident rate. For academic fellows in the United States, i.e., those in full-time attendance at universities or other institutions, an academic rate has been established.

42. The stipend rates established for fellows within the United Nations system are maximum rates. UNIDO reserves the right to pay stipends at a lower rate when the conditions of the fellowship programme so warrant.

43. When fellows are attending a course at an institution that provides room or meals or both, or when UNIDO pays the institution for these items, the stipend may be correspondingly reduced. In any case, the rates are usually established in agreement with the NSAs.

44. The stipend is paid at the travel or resident rate in accordance with the following principles:

(a) The stipend is paid at the travel rate for the first month spent in each host country, regardless of the nature of the training programme;

(b) If the programme calls for training at a single location, fellows are resident fellows and, after the first month, the stipend will be reduced to the resident rate. When resident fellows have to undertake official short trips away from their base, the stipend will be raised to the travel rate for the specific period spent on travel;

(c) If a programme calls for a period of training in several locations successively, fellows are travelling fellows and the stipend will be paid at the travel rate. It will be reduced to the resident rate for any period beyond one month spent in one location.

Methods of payment

45. The NSA of the host country will inform the fellow on arrival of the manner in which the stipend will be paid in that country. The fellows will receive at that time their first month's stipend and the entire book allowance (see paragraphs 51-53).

46. The stipend can be paid in any of the following ways:

By a UNIDO cheque

Through a bank in the host country

Through the UNDP office in the host country (in cases where the latter is a developing country)

Through the NSA in the host country

By a bank letter of credit

By cable money order

47. The date of departure from the home country, which is the date on which the fellowship programme begins, will, in principle, be the date each month on which a new payment becomes due. Payments can, in accordance with the prevailing local customs, be made monthly or semi-monthly.

48. Before leaving a host country, a fellow must return the letter of credit or the copy of the voucher for the last payment, as the case may be, to the NSA in that country for certification of the termination date of the programme there.

49. At the end of the training programme, a fellow must report to the NSA, which will, if necessary, help make arrangements for the trip home. The NSA will inform UNIDO of the exact departure date, and payment will then be adjusted to cover the stipend up to the day of the return home by the most direct air route.

50. Fellows who, for some reason or other, return home before the date on which their fellowship programme is scheduled to end, are reminded that payment of their stipend is due to end on the date on which they were to arrive in the home country, in that case by the most direct air route. When fellows draw payment beyond their actual entitlement, they will be required to reimburse UNIDO for the amount overdrawn.

Allowances

Book allowances

51. All UNIDO fellows are entitled to receive a book allowance intended for the purchase of technical publications needed for their training programmes. The book allowance will be paid in the currency of the country of training for each month or part of it of the fellowship programme. The same rate will apply to any extension of the programme.

52. The full amount of the book allowance will be paid at the beginning of the fellowship programme. If the programme is extended beyond its orginal duration, the book allowance due as a result of the extension will be paid in full when the new period begins.

53. In certain cases, the NSA or the officer in charge of the training programme will provide the books needed and no book allowance will be paid to fellows.

Thesis allowance

54. In the exceptional cases where fellows have received prior approval and are enrolled as candidates for any academic degree requiring the writing of a thesis, an allowance of up to the equivalent of $US 500 may be granted in local currency for typing and other costs related to presentation of the thesis.

55. Fellows who have received prior approval and who are enrolled in an

academic programme not leading to a degree but still requiring the writing of a major paper may be granted an allowance of up to the equivalent of $US 100 per academic year for typing and other costs related to the presentation of the paper.

56. Such allowances will be paid only upon the submission of supporting evidence and the written recommendation of the supervisor or director of studies.

Termination (separation) allowance

57. Towards the end of the fellowship programme, fellows will receive, together with their last stipend payment, a termination allowance, either in the currency of the last host country or in the form of a miscellaneous charge order (MCO), equivalent to 10 kilograms excess luggage for one-way air transportation from the most distant point to the return point in their itinerary.

Other payments

58. No reimbursement will be considered for travel or related expenses totalling the equivalent of $US 10 or less.

Tuition fees

59. UNIDO will pay tuition and related fees for fellows, if so required, for courses of study or examinations that constitute an integral part of the training programme arranged by UNIDO.

Medical benefits

60. Fellows automatically participate in the UNIDO Van Breda Fellowship Health Insurance Scheme. Details of this scheme are contained in a special leaflet handed out together with the TPI. Information, advice and assistance, if so needed, can also be received from the NSA or, if this is not feasible for one reason or another, direct from Messrs. J. Van Breda and Co., International, Plantin en Moretusbi 295, B 2200 Antwerp, Belgium, telephone (03) 217 51 11, telex 31 788 Bredco B. (In the latter case, the project number as shown under item 2 of TPI must be indicated together with the fellow's name.) When in doubt, fellows should in any case consult the NSA before making financial commitments. UNIDO assumes no liability beyond the provisions of the insurance scheme.

VI. FINAL REPORT

61. At the conclusion of the training programme and before returning home, fellows must submit to their NSA a final report, typewritten (double-spaced) in five copies plus one for each additional host country. (See special instructions for final reports.) UNIDO will not provide an allowance for the typing of final reports.

62. If fellows wish to publish any of the reports that they have prepared for UNIDO as holders of a UNIDO fellowship, they must obtain approval through the UNIDO Training Branch, which will seek the agreement of the Government concerned. The published report must be prefaced by the following statement:

> "The views expressed in this report are those of the author not necessarily those of either UNIDO or the authority of the country or countries whose facilities were made available to UNIDO."